



STATE OF RHODE ISLAND
invites applications for the position of:

STUDENT PLANNING ASSISTANT

DEPARTMENT: DEPARTMENT OF TRANSPORTATION

DIVISION: Project Management/Office of the Manager

OPENING DATE: 10/04/19

CLOSING DATE: Continuous

SALARY: \$14.00 - \$18.00 Hourly

PAY GRADE: 0277 H

JOB TYPE: Non-Union (99)

NAME OF BARGAINING UNIT UNION: Non-Union (99)

LOCATION: Two Capitol Hill, Providence

SCHEDULED WORK DAYS: Academic Year: Appointment will begin immediately and could be extended to May, 2020. Part-Time Standard 16.0 hours during Fall, Winter and Spring semester.

HOURS OF WORK

WORK WEEK: Part-Time

JOB NUMBER: 5415-1243, 1244 (2 Positions)

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist in making standard technical planning studies in connection with community, regional and state transportation project management activities; to perform duties related to policy research, program planning and development for project management; to assist in preparing updated project maps, tracking projects, TIP coordination, quarterly reports, filing, and other duties thereon; and to do related work as required.

SUPERVISION RECEIVED: Works under the supervision of a superior from whom specific instructions are received; work is reviewed in process and upon completion.

SUPERVISION EXERCISED: None.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Project Management – to provide support for all project management activities including the monthly Key Performance Indicators submission to the Office of Management and Budget; to assist in preparing an annual performance report, including goal setting and review of existing processes for streamlining. Responsibilities include: assisting with the tracking, analyzing, and trending of existing metrics to measure specific program outcomes; evaluation of data collected through various means (e.g., interviews, surveys, site visits, document reviews, workflow analysis, etc.) and establishing new metrics as needed; to research topics on Transportation Performance Management including best practices among the state DOT's and the national performance management goal areas under MAP-21; to assist in the development of business process workflows, policies and procedures; development of organizational communications, training materials and other resources supporting RIDOT's

performance management processes and standards; development of talking points, briefing documents and other presentation material as needed; updating of scorecards and dashboards as needed. To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: Must possess an understanding of basic statistical techniques and analysis; the ability to collect and analyze data with attention to detail; the ability to produce professional written reports for a range of audiences; a sound knowledge of Microsoft Office Suite 2010 (Word, Excel, PowerPoint, etc.); and related capacities and abilities.

EDUCATION: Applicants must be a second year student, graduate or law school student currently enrolled at an accredited college/university. Students majoring in public administration, community planning, political science, business administration, management, or related concentration programs are given preference. A student's academic standing and GPA are considered for placement preference.

SUPPLEMENTAL INFORMATION:

Full time students must attach a current resume detailing their education, work experience and any community involvement, a statement of interest describing career plans and a copy of latest unofficial college academic transcript. If selected, applicant must provide most recent official college transcript. **Graduate students receive \$18.00, hourly.**

AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:

- Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.
- Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).

CRIMINAL CONVICTIONS: Note: All interviewees will be required to complete a Criminal Record Supplemental Questionnaire (CS-14B) at the time of the first interview or anytime thereafter. Conviction is not necessarily a bar to employment. Each case is considered on its individual merits. Per RIGL§ 28-5-6(4), "CONVICTION means, for purposes of this chapter only, any verdict or finding of guilt after a criminal trial or any plea of guilty or nolo contendere to a criminal charge."

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.apply.ri.gov>

Position #5415-1243, 1244 (2 Positions)
STUDENT PLANNING ASSISTANT
CW

One Capitol Hill
Providence, RI 02908

questions@hr.ri.gov

STUDENT PLANNING ASSISTANT Supplemental Questionnaire

* 1. Are you currently enrolled full-time in an academic program at a four-year college or university?

☐ Yes ☐ No

* 2. What academic year/class level are you currently enrolled in?

- ☐ Freshman
☐ Sophomore
☐ Junior
☐ Senior
☐ Graduate

* 3. What is your last semester's cumulative grade point average?

* Required Question